

**Position Title:** Laundry Worker

**Statement of Duties**

Entry level position with responsibility to collect, separate, wash, press, dry, hand fold, organize, store and deliver linen, clothing and other items in accordance to specific department policies and procedures.

**Position Functions**

*Essential Functions*

1. Attendance is a fundamental tenant of Sullivan County. All employees are obligated to report to work for each and every scheduled shift on time and depart from the work place only when permitted to do so by the County.
2. Collect soiled linen, clothing and other items from all units of the Nursing Home and accept soiled linen, clothing and other items from other approved sources daily.
3. Separate soiled linen, clothing and other items in accordance with department policies and procedures; label clothing, linen and other personal items for residents.
4. Wash soiled linen, clothing and other items in accordance with department policies and procedures.
5. Press, dry and/or hand fold washed linen, clothing and other items in accordance with department policies and procedures.
6. Store, set up linen carts and clothing carts and deliver to units of the Nursing Home or prepare for pick up by other approved sources in accordance with department policies and procedures.
7. Provide work direction to Correctional work release program inmates for approved laundry functions.
8. Keep resident store in neat and clean condition.

*Other Functions*

1. Performs any other related duties requested by the Supervisor.

### **Minimum Qualifications**

An incumbent for this class of positions need not be a high school graduate but must be able to read, write and make arithmetical computations. Previous experience and knowledge of commercial laundry equipment is desirable; incumbent must be able to demonstrate possession of the required knowledge, skills and abilities to perform the work.

A candidate should have knowledge of methods, materials and equipment used in laundry service work; must be able to read, write, and make arithmetical computations; understand and follow oral and written instructions; to establish and maintain harmonious relationships with others, such as the general public, co-workers, and other department personnel; to carry out details of work without close supervision; to communicate effectively with others, both orally and in writing; and skill in the use of laundry equipment.

### **Physical & Mental Requirements**

The incumbent works in a loud noise setting in nursing home, with exposure to toxic or caustic chemicals, fumes or airborne particles and extremes of heat and cold more than \_ of the time. There is some risk of personal injury if care is not exercised in the operation of equipment. Physical demands generally involve and climbing or balancing, stooping, kneeling, crouching or crawling up to \_ of the time; and standing, walking, talking or listening/hearing, use of hands, push, pull and tug, and reaching with hands and arms more than \_ of the time. Frequently weight is lifted or force exerted up to 50 lbs.; occasionally weight lifted or force exerted up to 100 lbs. There are normal vision requirements for this position. Equipment used includes heavy and light equipment, office machines and/or computers.

### **Job Environment**

Most laundry service duties become routine and repetitive within a reasonable time following appointment. Incumbent is required to follow standard procedures and accepted laundry practices. Normally, the sequence of steps to be followed is within the decision-making of the incumbent unless the supervisor directs otherwise. Most work is standardized.

Errors made could result in personal injury or injury to other employees.

The incumbent has occasional contact with the public through their moving through the nursing home. Other contacts are minimal, and generally are with other county employees. Contacts occur in person and through use of the telephone.

### **Supervision**

Incumbent works under direct supervision but performs most duties with independence after becoming knowledgeable and skillful with daily routine. Supervision is mainly in the form of face-to-face meetings with supervisor, and the supervisor's observations of tasks completed by incumbent. Incumbent must report all new or unusual conditions and situations to supervisor. Work is reviewed for accuracy and compliance with instructions. Work volume is predictable, subject only to seasonal changes and can generally be anticipated. Incumbent generally works normal business hours. The incumbent has no access to confidential information. The incumbent may provide direction to Correctional work release program inmates for approved laundry functions.

**I have read and understand the Job Description for the Laundry Worker.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed

\_\_\_\_\_  
Date